



**Australian Government**  
**Australian Industrial Registry**

Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street  
MELBOURNE VIC 3000  
Telephone: (03) 8661 7888  
Fax: (03) 9654 6672

**Ref: AR2005/219-[179V-NSW]**

Mr Anthony Sheldon  
State Secretary/Treasurer  
Transport Workers' Union of Australia  
New South Wales Branch  
PO Box 649  
PARRAMATTA NSW 2124

Dear Mr Sheldon

**Re: Transport Workers' Union of Australia-New South Wales Branch  
Annual Return of Information for Year 2005**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for the year 2005 in respect of the body specified above.

In accordance with subsection 233(1) of the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*), each organisation is required to lodge in the Industrial Registry certain information relating to records required to be kept and maintained by the organisation under section 230 and regulation 147 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003. Such information must, in respect of the year 2005, be lodged (preferably by email via the AIRC eFiling site at [www.airc.gov.au](http://www.airc.gov.au) or by facsimile on (03) 9654 6672) in the Industrial Registry before **31 March 2005**.

**Summary of Requirements - see attached table**

The table attached to this letter summarises the requirements and refers to relevant legislation. You may wish to use the table as a checklist in preparing your return. You can find the legislation on our website [www.airc.gov.au](http://www.airc.gov.au) under the heading "Procedures and Legislation".

**Format of Declarations Accompanying Return**

You no longer need to lodge witnessed "statutory" declarations. However you must still lodge:

- a declaration certifying the matters referred to in s233(1) (a) and (b) of the RAO Schedule.

A declaration must be signed by the secretary or other prescribed officer. It need not be witnessed.

**Ongoing Reporting Obligations**

You must also notify this office of any changes made to such records within 35 days of the changes made, which include changes to:

- List of Offices
- List of Office-holders
- List of Branches
- Addresses of Organisation and Branches

The secretary or other prescribed officer must sign a declaration certifying the notification is a correct statement of the changes made refer [s233(2) and reg. 151].

## Private Addresses of Office-holders

Annual Returns lodged in the Industrial Registry will be available on the AIRC website for viewing by your members and the public. You may wish to ensure the privacy of your office-holders by providing their work postal addresses only in your return.

## Information about Registered Organisations on AIRC website

Information about registered organisations is available on our website at: [www.airc.gov.au](http://www.airc.gov.au), under the heading Organisations, click on the link 'Electronic Organisations Files'.

Your organisation, its members and the public will now be able to view on-line copies of documents filed in the Industrial Registry, including annual returns. Copies of any documents on line can be downloaded and printed.

## Electronic lodgment of Registered Organisation information

It is possible for all registered organisations to electronically lodge any documents which are required or permitted by the AIRC Rules to be lodged with the Australian Industrial Registry (refer rule 70A).

I strongly encourage your organisation to take advantage of the electronic lodgment service. It offers greater convenience to you and will help us quickly finalise your matter.

If you decide to lodge electronically you have these choices:

- register as a user and then lodge your documents via the eFiling page on the AIRC website.
- send an email with the documents you wish to lodge attached to: [melbourne@air.gov.au](mailto:melbourne@air.gov.au)
- send your documents by fax to: 03 9654 6672.

Please note that any of your email attachments which include documents requiring signatures should include those signatures. You may find that scanning the documents into a TIF or PDF format and attaching them to the email is the easiest option.

When lodging in the Registry the annual return or any subsequent notification of a change to records please quote: **AR2005/219**.

Please do not hesitate to contact me on (03) 8661 7988 if you wish to discuss the requirements for the Annual Return of Information or notifications of changes to such information.

Yours sincerely



Lyn Markovski

E-mail: [lynette.markovski@air.gov.au](mailto:lynette.markovski@air.gov.au)

24 January, 2005

**Recurring Obligations To Keep And Lodge Information Under Schedule 1B to the Workplace Relations Act 1996 (RAO Schedule) and the RAO Schedule Regulations**

Information	Key Contents
<b>Maintenance of Register of Members</b>	A declaration by the secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss230(1)(a) and (2) <i>[s233(1)(a)]</i>
<b>List of Offices</b> - see Note 2	A list of the offices in the organisation and each branch (note the definition of “office” and “officer” in ss6 and 9) <i>[s230(1)(b)]</i>
<b>List of Office-holders</b> - see Note 2	A list of the names, postal addresses and occupations of the persons holding the offices (note definition of “office” and “officer” in ss6 and 9) <i>[s230(1)(c)]</i>
<b>List of Branches</b> - see Note 2	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
<b>New Branches</b>	A record of the name of each branch that commenced operation in the previous 12 months <i>[s230(1)(d) and reg. 147(b)]</i>
<b>Old Branches</b>	A record of the name of each branch that ceased operation in the previous 12 months <i>[s230(1)(d) and reg. 147(c)]</i>
<b>Addresses of Organisation and Branches</b> - see Note 2	A record of the address of the office of the organisation and the office of each branch <i>[s230(1)(d) and reg.147(d)]</i>
<b>Elections in Organisation and Branches</b>	A record of each election that must, under the rules of the organisation, be held during each year commencing 1 January for an office in the organisation and branch of the organisation <i>[s230(1)(d) and reg. 147(e)]</i>
<b>Statement concerning number of members</b>	A record of the number of members on 31 December in the previous year.  If the organisation has entered into an agreement under ss151(1) of the Schedule - a record of the number of members of the organisation who were, on 31 December in the previous year, ineligible State members in relation to the organisation, within the meaning of s150 of the Schedule. <i>[s230(1)(d) and reg. 147(f) and (g)]</i>

**Please note:**

1. A copy of the above records must be lodged in the Industrial Registry, once in each year, at any time during the period of 3 months commencing on 1 January, certified by declaration signed by the secretary or other prescribed officer to be a correct statement of the information contained in that record *[s233(1)(b) and [reg 149]*.
2. In the event of any change to certain of the abovementioned records, an organisation must, within 35 days of the change, lodge in the Industrial Registry, a notification of such change certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made *[s233(2)and reg. 151]*.

- 
- 
3. The above requirements apply to documents required to be lodged from 1 January 2004.



# Putting TWU Members First

State Secretary - Tony Sheldon

Transport Workers' Union of Australia, NSW Branch

All Enquiries: Phone: (02) 9912 0700 Fax: (02) 9891 4953 Email: info@nsw.twu.com.au

29<sup>th</sup> March, 2005

**Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC 3001**

Dear Sir,

*AR2005/219*

**RE: Lodgement of particulars of Office Holders and  
Statement of Loans, Grants and Donations - *seperated***

Please find enclosed both the Lodgement of particulars of Office Holders and Annexure "A" and the Statement of Loans, Grants and Donations with accompanying information.

If you require any further information please do not hesitate to contact me.

Yours faithfully,

Dianne Tollett  
Financial Controller

**PARRAMATTA**  
31 Cowper Street,  
Parramatta, NSW 2150  
PO Box 649,  
Parramatta, NSW 2124

**CAMPSIE**  
Level 1, 28 Anglo Road  
Campsie, NSW 2194  
Phone: (02) 9789 5915  
Fax: (02) 9789 4925

**NEWCASTLE**  
96 Tudor Street,  
Hamilton, NSW 2303  
Phone: (02) 4969 3900  
Fax: (02) 4962 2614

**CANBERRA**  
Unit 3/289 Canberra  
Avenue, Fyshwick  
ACT 2609  
Phone: (02) 6280 9353  
Fax: (02) 6280 9373

**WOLLONGONG**  
1 Rawson Street,  
Wollongong NSW 2500  
Phone: (02) 4229 1753  
Fax: (02) 4228 5129

**ABN: 777 105 88 395**

State Secretary - Tony Sheldon

Transport Workers' Union of Australia, NSW Branch

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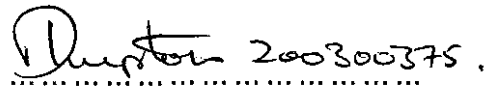
29<sup>th</sup> March, 2005

## DECLARATION

I, Anthony Sheldon, State Secretary of the Transport Workers Union NSW Branch declare that the Annexure "A" attached is a copy of the list of Officers of the said Organisation as at 31/12/04.



Anthony Sheldon



Justice of the Peace

**PARRAMATTA**  
31 Cowper Street,  
Parramatta, NSW 2150  
PO Box 649,  
Parramatta, NSW 2124

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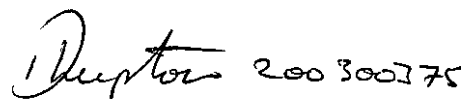
## ANNEXURE "A"

### Federal Union

Anthony Sheldon – Branch / Secretary Treasurer	31 Cowper Street, Parramatta. NSW. 2150	TWU Official
Mark Crosdale – Federal Councillor	31 Cowper Street, Parramatta. NSW. 2150	TWU Official
Wayne Forno – Federal Councillor	31 Cowper Street, Parramatta. NSW. 2150	TWU Official
Richard Olsen – Federal Councillor	31 Cowper Street, Parramatta. NSW. 2150	TWU Official
<b>Canberra Sub-Branch</b>		
Allan McLean – Sub Branch Secretary & BCOM Representative	31 Cowper Street, Parramatta. NSW. 2150	TWU Official
Mike McColl – BCOM Representative	31 Cowper Street, Parramatta. NSW. 2150	Baggage Handler
Mike McColl – Sub Branch Chairman	31 Cowper Street, Parramatta. NSW. 2150	Baggage Handler
Brendan Wright – Sub Branch Vice Chairman	31 Cowper Street, Parramatta. NSW. 2150	Driver
Ted Cook – Executive Committee Member	31 Cowper Street, Parramatta. NSW. 2150	Supervisor
Lisa Farrelly – Executive Committee Member	31 Cowper Street, Parramatta. NSW. 2150	Paramedic
Wayne Hickey – Executive Committee Member	31 Cowper Street, Parramatta. NSW. 2150	Driver
Dave Login – Executive Committee Member	31 Cowper Street, Parramatta. NSW. 2150	Armoured Car Driver
Peter Maggs – Executive Committee Member	31 Cowper Street, Parramatta. NSW. 2150	Bus Driver
Alan Maher – Executive Committee Member	31 Cowper Street, Parramatta. NSW. 2150	Bread Carter
<b>Newcastle &amp; Northern Sub Branch</b>		
Mark Crosdale – Sub Branch Secretary & BCOM Representative	31 Cowper Street, Parramatta. NSW. 2150	TWU Official
Ray Threadgate – BCOM Representative	31 Cowper Street, Parramatta. NSW. 2150	Owner/Driver
Geoff Jones – Sub Branch Chairman	31 Cowper Street, Parramatta. NSW. 2150	Driver
Mick Walliker – Sub Branch Vice Chairman	31 Cowper Street, Parramatta. NSW. 2150	Security Driver/Escort
Trevor Binskin – Executive Committee Member	31 Cowper Street, Parramatta. NSW. 2150	Driver/Trainer
Bruce Lytthe – Executive Committee Member	31 Cowper Street, Parramatta. NSW. 2150	Driver
Phil Martin – Executive Committee Member	31 Cowper Street, Parramatta. NSW. 2150	Owner/Driver
Kevin Peter – Executive Committee Member	31 Cowper Street, Parramatta. NSW. 2150	Driver
Ray Threadgate – Executive Committee Member	31 Cowper Street, Parramatta. NSW. 2150	Owner/Driver
Terry Wheeler – Executive Committee Member	31 Cowper Street, Parramatta. NSW. 2150	Bus Driver
(1 vacancy for Executive Committee Member)	31 Cowper Street, Parramatta. NSW. 2150	



Secretary



Justice of the Peace

**South Coast and Southern Sub-Branch**

Richard Olsen - Sub Branch Secretary and BCOM Representative  
Brian Beckwith –BCOM Representative  
Wayne Kook – BCOM Representative  
Colin Berwick – BCOM Representative  
Gary Jorgenson - Sub Branch Chairman  
Rod McEvoy – Sub Branch Vice Chairman  
Brian Beckwith – Executive Committee Member  
Colin Berwick – Executive Committee Member  
Gary Blackmore – Executive Committee Member  
Stephen Boyd – Executive Committee Member  
David Cole – Executive Committee Member  
Trevor Munn – Executive Committee Member  
Peter Simpson – Executive Committee Member  
Russell Stanford – Executive Committee Member

**Sydney & Central Sub Branch**

George Clarke – BCOM Representative  
Paul Eid – BCOM Representative  
Wayne Forno – BCOM Representative  
Ken Hurst – BCOM Representative  
Charles McKay – BCOM Representative  
Col Neal – BCOM Representative  
Dennis Wilcox – BCOM Representative

Keith McGuckin – Sub Branch Chairman  
Ray Driscoll – Sub Branch Vice Chairman  
Bruce Penton – Sub Branch Secretary  
Warrick Irvine – Executive Committee Member  
Dave Etchells – Sub Branch Executive Committee Member

31 Cowper Street, Parramatta. NSW. 2150  
31 Cowper Street, Parramatta. NSW. 2150  
31 Cowper Street, Parramatta. NSW. 2150  
31 Cowper Street, Parramatta. NSW. 2150  
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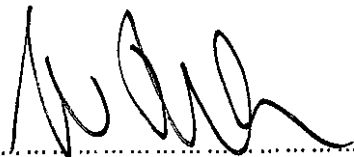
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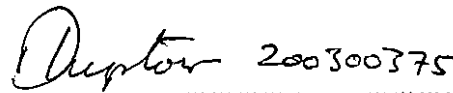
TWU Official  
Driver  
Driver  
Bus Driver  
Driver  
Driver  
Driver  
Bus Driver  
Owner/Driver  
Driver  
Bus Driver  
Bus Driver  
Driver  
Driver

Owner/Driver  
Road/Rail IT Operator  
TWU Official  
Driver  
Armoured Car Driver  
Owner/Driver  
Owner/Driver

OH&S Advisor  
Driver  
TWU Official  
TWU Official  
TWU Official



Secretary



Justice of the Peace





**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
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Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Ms Dianne Tollett  
Financial Controller  
Transport Workers' Union of Australia  
New South Wales Branch  
Level 1, 28 Anglo Road  
CAMPSIE NSW 2194

Dear Ms Tollett,

**Re: Transport Workers' Union of Australia - NSW Branch  
Annual Return of information contained in records kept by branch  
(AR 2005/219)**

I have received the declaration made Mr Anthony Sheldon dated 29 March 2005 of the list of Officers. The documents were lodged in the Industrial Registry on 4 April 2005.

Please note as a result of changes made to the Workplace Relations Act 1996 on 12 May 2003 your branch is required to lodge annual return information in accordance with subsection 233(1) of the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*). You are required to lodge in the Industrial Registry certain information relating to records required to be kept and maintained by the branch under section 230 and regulation 147 of the Workplace Relations (Registration and Accountability of Organisations) Regulations.

Your branch has omitted to include in the annual return a declaration of the following required information: -

**Address of the Organisation/Branch:**

A record of the address of the office of the organisation/branch.

**Elections in Organisation/Branch:**

A record of each election that must, under the rules of the organisation/branch, be held during each year commencing 1 January for an office in the organisation/branch.

Could your branch please lodge the above required information in accordance with new requirements within 14 days of receiving this letter.

I have enclosed an attachment that lists recurring obligations to keep and lodge information under Schedule 1B to the Act.

Please do not hesitate to contact me on (03) 8661 7988 if you wish to discuss the requirements for the Annual Return of Information.

Yours sincerely

Statutory Services Branch  
Lynette Markovski

19 April 2005

**Recurring Obligations To Keep And Lodge Information Under Schedule 1B to the Workplace Relations Act 1996 (RAO Schedule) and the RAO Schedule Regulations**

<b>Information</b>	<b>Key Contents</b>
<b>Maintenance of Register of Members</b>	A declaration by the secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss230(1)(a) and (2) <i>[s233(1)(a)]</i>
<b>List of Offices</b> - see Note 2	A list of the offices in the organisation and each branch (note the definition of "office" and "officer" in ss6 and 9) <i>[s230(1)(b)]</i>
<b>List of Office-holders</b> - see Note 2	A list of the names, postal addresses and occupations of the persons holding the offices (note definition of "office" and "officer" in ss6 and 9) <i>[s230(1)(c)]</i>
<b>List of Branches</b> - see Note 2	A record of the name of each branch of the organisation <i>[s230(1)(d) and reg. 147(a)]</i>
<b>New Branches</b>	A record of the name of each branch that commenced operation in the previous 12 months <i>[s230(1)(d) and reg. 147(b)]</i>
<b>Old Branches</b>	A record of the name of each branch that ceased operation in the previous 12 months <i>[s230(1)(d) and reg. 147(c)]</i>
<b>Addresses of Organisation and Branches</b> - see Note 2	A record of the address of the office of the organisation and the office of each branch <i>[s230(1)(d) and reg. 147(d)]</i>
<b>Elections in Organisation and Branches</b>	A record of each election that must, under the rules of the organisation, be held during each year commencing 1 January for an office in the organisation and branch of the organisation <i>[s230(1)(d) and reg. 147(e)]</i>
<b>Statement concerning number of members</b>	A record of the number of members on 31 December in the previous year.  If the organisation has entered into an agreement under ss151(1) of the Schedule - a record of the number of members of the organisation who were, on 31 December in the previous year, ineligible State members in relation to the organisation, within the meaning of s150 of the Schedule. <i>[s230(1)(d) and reg. 147(f) and (g)]</i>

**Please note:**

1. A copy of the above records must be lodged in the Industrial Registry, once in each year, at any time during the period of 3 months commencing on 1 January, certified by declaration signed by the secretary or other prescribed officer to be a correct statement of the information contained in that record  
*[s233(1)(b) and [reg 149].*
2. In the event of any change to certain of the abovementioned records, an organisation must, within 35 days of the change, lodge in the Industrial Registry, a notification of such change certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made *[s233(2)and reg. 151].*
3. The above requirements apply to documents required to be lodged from 1 January 2004.

# Putting TWU Members First



State Secretary - Tony Sheldon

Transport Workers' Union of Australia, NSW Branch

All Enquiries: Phone: (02) 9912 0700 Fax: (02) 9891 4953 Email: info@nsw.twu.com.au

6<sup>th</sup> May, 2005

**Australian Industrial Registry**  
GPO Box 1994S  
MELBOURNE VIC 3001

**ATTENTION: Lynette Markovski**

Dear Madam,

**RE: Annual Return Information for Year Ended 31<sup>st</sup> December, 2004**

I refer to your letter dated 19<sup>th</sup> April, 2005 and supply the following:

**Address of the Organisation**

Transport Workers Union of Australia NSW Branch	
31 Cowper Street	PO Box 649
PARRAMATTA NSW 2150	PARRAMATTA NSW 2124

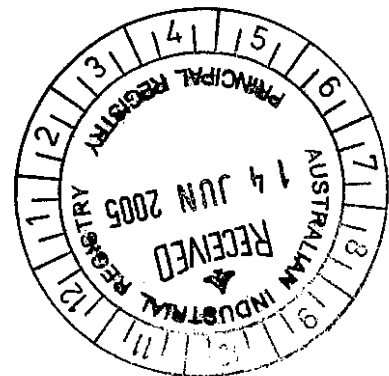
**Elections in Organisation**

There were no elections held in January 04 to December 04

If you require any further information please do not hesitate to contact me. I do apologise for any inconvenience caused.

Yours faithfully,

Dianne Tollett  
Financial Controller



**PARRAMATTA**  
31 Cowper Street,  
Parramatta, NSW 2150  
PO Box 649,  
Parramatta, NSW 2124

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Fax: (02) 6280 9373

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State Secretary - Tony Sheldon

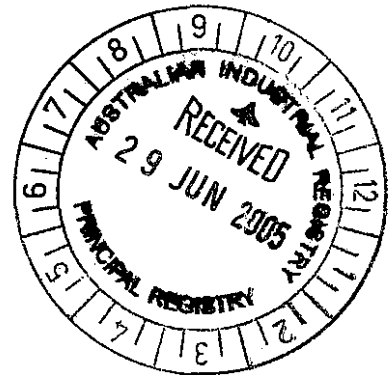
Transport Workers' Union of Australia, NSW Branch

All Enquiries: Phone: (02) 9912 0700 Fax: (02) 9891 4953 Email: info@nsw.twu.com.au

27<sup>th</sup> June, 2005

**Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC 3000**

**ATTENTION: Lynette Markovski**



Dear Ms Markovski

**RE: Financial Documents for Year Ending 31<sup>st</sup> December, 2004**

Please find enclosed signed Statutory Declaration in relation to the Election of Meetings as requested.

If you require any further information please do not hesitate to contact me.

Yours faithfully,

Dianne Tollett  
Financial Controller

**PARRAMATTA**  
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Parramatta, NSW 2150  
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**WOLLONGONG**  
1 Rawson Street,  
Wollongong NSW 2500  
Phone: (02) 4229 1753  
Fax: (02) 4228 5129

# STATUTORY DECLARATION

(For use in New South Wales, Victoria, Queensland and in the Australian Capital Territory)

I, ANTHONY SHELDON of 31 COWPER ST, PARRAMATTA  
in the State of New South Wales\*/Queensland\*/Victoria\*/Australian Capital Territory\* do hereby solemnly and sincerely declare that:

1.

AS AT 31ST DECEMBER, 2004 THERE WERE NO  
ELECTIONS HELD NOR WILL THERE BE ANY ELECTIONS  
HELD IN 2005.

AND I MAKE this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of The Oaths Act, 1900, New South Wales\*/The Oaths Act of 1867, Queensland\*/an Act of Parliament of Victoria rendering persons making a false declaration punishable for wilful and corrupt perjury\*, the Statutory Declarations Act, 1959, (Commonwealth) and subject to the penalties provided by that Act for the making of false statements in Statutory Declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

(\*If sworn in New South Wales or Victoria or the A.C.T.)

DECLARED at 31 Cowper Street Parramatta

this 27<sup>th</sup> day of JUNE 2005

Before me, DAVID ARTHUR LUPTON 120952

Dupton J. Justice of The Peace

(Signature of person before whom the Declaration is made)  
(Title of person before whom the Declaration is made)

or

(\*If sworn in Queensland)

SIGNED AND DECLARED by the abovenamed Declarant

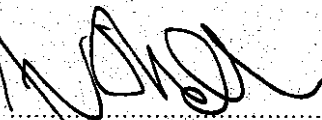
at 31 Cowper Street Parramatta N.S.W.

in the State of New South Wales

this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

(Signature of person before whom the Declaration is made)  
(Title of person before whom the Declaration is made)

\* Please delete where inapplicable



(Signature of Declarant)

(Signature of Declarant)



**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
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Ms Dianne Tollett  
Financial Controller  
Transport Workers' Union of Australia  
New South Wales Branch  
Level 1, 28 Anglo Road  
CAMPSIE NSW 2194

Dear Ms Tollett,

**Re: Transport Workers' Union of Australia - New South Wales Branch  
Annual Return of information contained in records kept by branch  
(AR 2005/219)**

I have received your letter dated 27 June 2005 and the declaration made by Mr Anthony Sheldon dated 27 June 2005, providing information in accordance with subsection 233(1) of Schedule 1B of the *Workplace Relations Act 1996*. The documents were lodged in the Industrial Registry on 29 June 2005.

The documents lodged cover the required information for the **2005** Annual Return of the branch.

The documents have been filed.

Yours sincerely,

A handwritten signature in cursive script that reads 'L. Markovski'.

Lynette Markovski  
Statutory Services Branch

7 July 2005